PACIFIC AIR FORCES

ESOHTN

User Manual

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Section I: Introduction

Welcome to the Pacific Air Forces (PACAF) Environmental, Safety, and Occupational Health Training and Tracking Network (ESOHTN)! This manual is designed to familiarize you with ESOHTN and maximize its usefulness to you. While working on U.S. Air Force Installations, you are required to know and follow DoD, Air Force, Federal, State, local, and Installation ESOH requirements. This system will assist you with an understanding and awareness of ESOH requirements and will help you develop skills to perform tasks in a manner that maintains a safe, healthful, and environmentally sound work environment for AF personnel, their families, and the local community. This system sustains CSAF and Secretary of the Air Force objectives to deliver awareness and training in an efficient manner.

A. What Is the Environmental, Safety, and Occupational Health Training Network?

ESOHTN is a web-based training and assessment system accessible from any computer with Internet access. It was developed to provide ESOH information and training to users who need an understanding of ESOH laws, regulations, and policies to successfully complete their jobs.

ESOHTN is easy to use, with training materials and test questions written in plain English. Training can usually be completed in a few short segments. In some instances, you may need more information than is contained in this training system. If so, contact your supervisor or the base Environmental Office. Some hyperlinks to additional information sources on the Internet are included within the training modules and on your installation's ESOHTN home page.

We encourage you to use the system as often as you like as a reference tool for ESOH information.

B. Why Should I Use ESOHTN?

The Air Force expects you to be familiar with the ESOH requirements that impact your work activities.

Ignorance is no reason for being out of compliance. You will be held responsible for violating ESOH laws and policies. ESOHTN will help you gain the general knowledge you need to do your job in accordance with ESOH laws and policies that apply to your organization. You are encouraged to use ESOHTN as a starting place for learning about the types of activities that are regulated by ESOH standards and requirements. This training will provide you with the basics of ESOH, and help you realize when you may need to find more information regarding an issue.

C. How Do I Know the ESOHTN Site is Safe to Use?

ESOHTN is covered by a Secure Sockets Layer (SSL) Certificate. SSL is used to provide authentication and confidentiality for web services that run directly between a client and a server.
On the login page, you will see "https" at the beginning of the web address (URL) along with a closed lock symbol. This tells users that ESOHTN is a secure site.

Section II: First Time Registration

A. Condensed Instructions

1. Go to the ESOHTN website: http://esohtn.com

2. Click the ESOH Training Network button in the center of the page.

3. Select your MAJCOM.

4. At the **Welcome to ESOHTN** screen, click **Enter**.

5. On the next screen, refer to the **REGISTER - New Users** box.

6. *Ask your supervisor or base ESOHTN Coordinator for the registration password.* Enter the password into the box.

    a. If they cannot tell you the registration password, click **ESOHTN Technical Support** at the bottom of the **New Users** box. You can request to have the registration password sent to you via email.

    b. NOTE: If your email address ends with ".mil", click the link labeled **CLICK HERE** and our server will send you the registration password immediately.

7. Click **Create An Account**.

8. You will be asked to complete an account registration form.

9. At the bottom of the registration form, you must click the box next to the following statement: "I agree to abide by the Terms of Use established for this site."

10. After you successfully register, you will be taken to the ESOHTN home page.

    - From here, you have a number of options, including beginning training and testing or linking to other resources, all which are further explained in the following sections.

    - You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the username and password that you just created.

B. Detailed Registration Instructions

When you use ESOHTN for the very first time, you will need to create a user account. After that, you will login to the system with your own username and password. Follow these steps to create a user account.

1. Go to the ESOHTN website: http://esohtn.com

2. Click the ESOH Training Network button in the center of the page.

3. Select your MAJCOM.

4. At the **Welcome to ESOHTN** screen, click **Enter**. On the next screen, refer to the **REGISTER - New Users** box.

Welcome to the Environmental, Safety, and Occupational Health Training Network (ESOHTN)

LOGIN - Registered Users
If you have used this system before and have already created an account, enter your own personal User ID and password in the boxes below and click the "Login" button.

User ID:
Password:

[Login]

Problem Accessing Your Account?
Click the Help link below if you have forgotten your User ID or password and need help accessing your account.

Help

REGISTER - New Users

If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click on Create an Account to begin the registration process.

You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.

Once you have completed the registration process, log in with your new Login ID and password in order to access the system and begin your training.
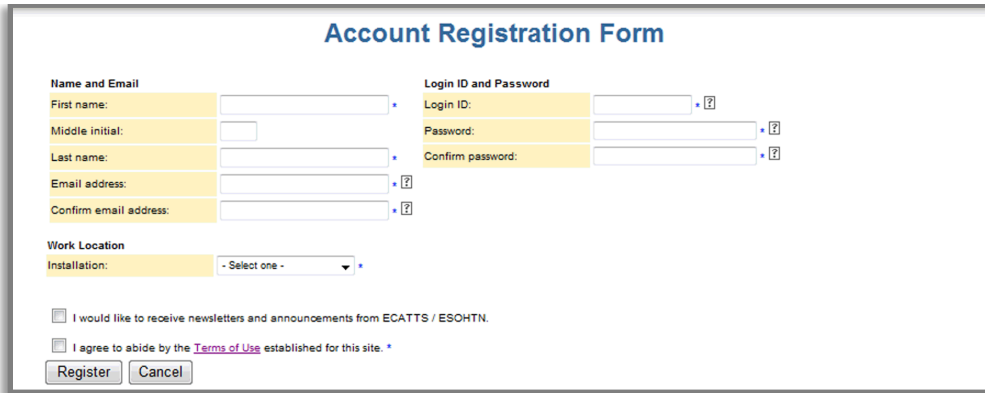
NOTE: If your email address ends with ".mil", CLICK HERE and enter your email address into the form. Our server will send you the registration password immediately.

Registration Password:

Create an Account

If you need help registering you can email ESOHTN Technical Support or call 866-730-4253 for assistance. You will receive a response within 24 hours.

5. *Ask your supervisor for the registration password.* Enter the password into the box.

   a. If they cannot tell you the registration password, click **ESOHTN Technical Support**. You can request to have the password sent to you via email or call the help desk toll free at (866) 730-4253.

   b. NOTE: If your email address ends with ".mil", click the link labeled **CLICK HERE** and our server will send the registration password immediately.

6. Click **Create An Account** to access the **Account Registration Form** described on the following pages of this manual.

Account Registration Form: All Training Types

Name and Email

1. Enter your first and last name.
    a. Your middle initial is optional. However, it is a good idea to enter your middle initial if your name is likely to also be another user's name (i.e., John Smith).
2. Enter your email address.
    a. Your correct email address is important. It enables ESOHTN Support to send you a new password if you forget the one selected during registration.

Login ID and Password

1. Select and enter a Login ID and password that you will remember. You will need them both to login to ESOHTN from now on.
    a. You should select a password that you will remember but is not easy for someone else to guess. It must be at least 6 characters long and no more than 20 characters.
2. Confirm the password you selected.

Work Location

Select the installation where you will be working.

Training Type

Select one of the following Training Types which applies to you:

- Military

- Civilian gov't employee

- Contractor (Non-Construction)

- Contractor (Construction)

- Family housing

- Guest

From this point, the account registration process differs depending on the Training Type you just selected. Contractor (Construction) will be discussed first.

➡️ **All other Training Types (listed above) go to page 6 of this manual to complete the account registration process.**
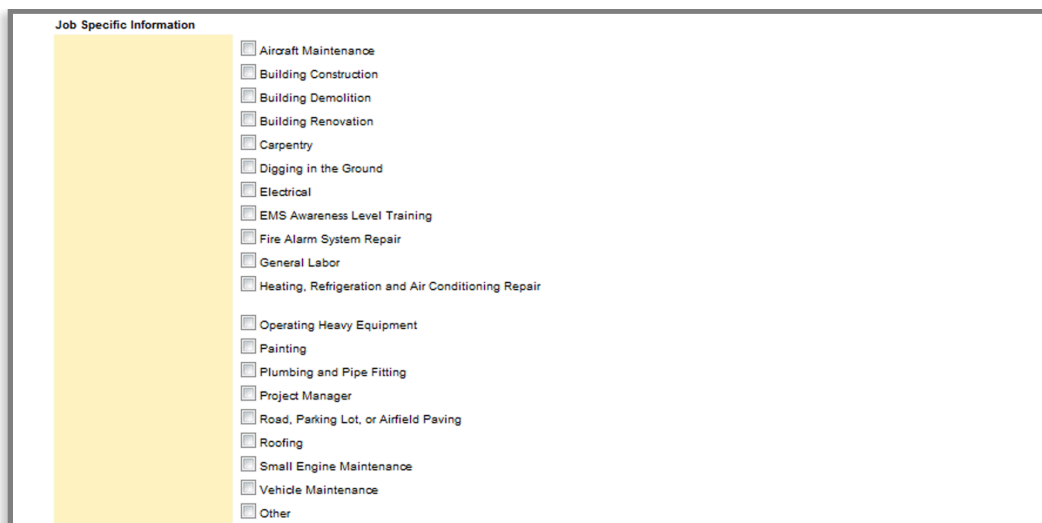
Account Registration: Contractor (Construction)

1. If your Training type is **Contractor (Construction)** and you have selected your installation from the drop down list, you will be prompted to select the name of the company for whom you work and then a Contract Number/ Title.

    a. If your company name is not listed, select **MY COMPANY IS NOT LISTED** from the drop down menu and enter the company name and contract information.

Work Location		
Installation:	Andersen AFB	*
Training Type		
Training type:	Contractor (Construction)	*
Company Name:	- Select one -	*
Job Specific Information		

Job Specific Information: Contractor (Construction)

1. Check all the job functions for which you are required to qualify. You must select at least 1.

2. If any of the listed **Training for Additional Assigned Responsibilities** apply to you, select those by checking the box to the left of them.

Job Specific Information

- Aircraft Maintenance
- Building Construction
- Building Demolition
- Building Renovation
- Carpentry
- Digging in the Ground
- Electrical
- EMS Awareness Level Training
- Fire Alarm System Repair
- General Labor
- Heating, Refrigeration and Air Conditioning Repair

- Operating Heavy Equipment
- Painting
- Plumbing and Pipe Fitting
- Project Manager
- Road, Parking Lot, or Airfield Paving
- Roofing
- Small Engine Maintenance
- Vehicle Maintenance
- Other

Final Registration Steps: Contractor (Construction)

1. Next, you have the option to receive newsletters and announcements from ESOHTN.

2. Finally, you must click the box next to the following statement: "I agree to abide by the Terms of Use established for this site."

3. Click the "Register" button to complete your registration.

4. After you successfully register, you will be taken to the **Environmental, Safety, and Occupational Health Training and Tracking Network** page (the ESOHTN home page).

   a. From here, you can begin training and testing or linking to other resources, all which are further explained in the following sections. You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the username and password created during registration.

This completes the registration process for Contractor (Construction) Training Type.

Account Registration: Military, Civilian government employee, Contractor (Non-construction), Family Housing, or Guest Training Types

After selecting a Training Type, Military, Contract (Non-Construction) Employee, and Other Training Types will also be prompted for the following information:

1. Select the **Service Branch** with which you are associated.

2. Select your **Date of Expected Return from Overseas** if applicable. Otherwise, use the drop down lists for month and year to choose the date you expect to transfer from this installation or your retirement date.

Organization Information: Military, Civilian government employee, Contractor (Non-construction), Family Housing, or Guest

Next, you will be prompted to select a **Wing/Tenant Command** from the list.

   ↳ After choosing your **Wing/Tenant Command**, select your **Group** from the list.

      ↳ After choosing your **Group**, select your **Squadron/Department** from the drop down list.

         ↳ After choosing your **Squadron/Department**, select your **Flight/Function** from the drop down list. (Note that if you previously selected HQ PACAF as your installation, you will also be asked to select a PACAF HQ Directorate here.)

Work Location	
Installation:	Andersen AFB ▾ *
Training Type	
Training type:	Military ▾ *
Service branch:	Air Force ▾ *
DEROS Date:	Month: - Select - ▾ Year: - Select - ▾ Enter your DEROS (Date of Expected Return from Overseas), if applicable. Otherwise, enter the date you expect to transfer from this installation or your retirement date.
Organization Information	
Wing/Tenant Command:	- Select one - ▾ * ?
Group:	▾ * ?
Squadron/Department:	▾ * ?
Flight/Function:	▾ ?
PACAF HQ Directorate:	▾

Job Specific Information: Military, Civilian government employee, Contractor (Non-construction), Family Housing, or Guest

Training Type: Military

1. Select your AFSC code from the drop down menu.

    a. If any of the listed **Training for Additional Assigned Responsibilities** apply to you, select those by checking the box to the left of them.

Job Specific Information

Air Force Specialty Code: Sort AFSC by: AFSC code ▾
- Select one - ▾ *

Training for Additional Assigned Responsibilities

Check any additional responsibilities for which you are required to qualify:

☐ AF ESOHMS Senior Leader Overview
☐ EMS Practitioner Training
☐ Facility Manager
☐ Government Purchase Card Holder
☐ Hazardous Waste Storage Area Manager
☐ Hazardous Waste Satellite Accumulation Area Manager
☐ Lead-Based Paint Awareness Training
☐ Person Who Needs Sediment and Stormwater Construction Training--NPDES training (9 modules to complete)
☐ Person Who Takes RCRA Annual Refresher Training (8 modules to complete)
☐ Storage Tank Custodian
☐ Unit Environmental Coordinator (UEC)

Training Type: Civilian Government Employee or Contractor (Non-construction)

1. Select your job code type: GS/NSPS, WG/WL/WS, or Other.

2. Select your GS or WG code, or job description if you selected "Other", from the drop down menu.

    a. Contractor (Non-construction) Training Type will also select company name and contract number.

3. If any of the listed **Training for Additional Assigned Responsibilities** apply to you, select those by checking the box to the left of them.

Job Specific Information

Job Code Type: - Select one - ▾ *
▾ *

Training for Additional Assigned Responsibilities

Check any additional responsibilities for which you are required to qualify:

☐ AF ESOHMS Senior Leader Overview
☐ EMS Practitioner Training
☐ Facility Manager
☐ Government Purchase Card Holder
☐ Hazardous Waste Storage Area Manager
☐ Hazardous Waste Satellite Accumulation Area Manager
☐ Lead-Based Paint Awareness Training
☐ Person Who Needs Sediment and Stormwater Construction Training--NPDES training (9 modules to complete)
☐ Person Who Takes RCRA Annual Refresher Training (8 modules to complete)
☐ Storage Tank Custodian
☐ Unit Environmental Coordinator (UEC)
☐ Civil Engineer Material Acquisition System (CEMAS) Training
☐ Collection Work Order Management (CWON) Training

Training Type: Family Housing or Guest

1. If any of the listed **Training for Additional Assigned Responsibilities** apply to you, select those by checking the box to the left of them.

Final Registration Steps: Military, Civilian government employee, Contractor (Non-construction), Family Housing, or Guest

1. Next, you have the option to receive newsletters and announcements from ESOHTN.

2. Finally, you must click the box next to the following statement: "I agree to abide by the Terms of Use established for this site."

3. Click the "Register" button to complete your registration.

4. After you successfully register, you will be taken to the **Environmental, Safety, and Occupational Health Training Network** page (the ESOHTN home page) for your primary training location.

From here, you can begin training and testing or linking to other resources, all which are further explained in the following sections. You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the username and password created during registration.

This completes the account registration process for Military, Civilian government employee, Contractor (Non-construction), Family Housing, or Guest Training Types.

Section III: Login

A. Returning User Login

Once you have registered you can login and use ESOHTN from any computer with Internet access.

1. Go to the ESOHTN website: http://esohtn.com

2. Click the ESOH Training Network button in the center of the page.

3. Select your MAJCOM.

4. At the **Welcome to ESOHTN** screen, click **Enter**.

5. On the next screen, refer to the **Registered Users** box.

6. Enter your User ID and password and click **Login**.

7. After verifying your email address, you will be taken to the ESOHTN home page.

B. Account Access Help

What if I forget my User ID or password?

Enter your email address in the box that says "My Email address is" and click Send.

- If your email address does not match any found in the ESOHTN system, you will receive an error message. In that case, click the ESOHTN PACAF Technical Support link for assistance.

Use the information sent to you (new password and Login ID) to login to the system. You can then change the password that was sent to you (to something that you can easily remember) by selecting My Profile from the home page primary navigation bar across the top of the page.

If your email address has changed since you last updated it in ESOHTN (or you do not otherwise receive your Login ID or password after requesting it), click ESOHTN PACAF Technical Support for assistance.

What if I need to change my account information?

Your personal information, password, organizational information, and training plan can be changed within the My Profile area of the site. See Section IV for specific instructions.

Section IV: ESOHTN Home Page

After you login to the ESOHTN system, the next screen that will open is the ESOHTN home page shown below. From here, you can access the following:

- a primary navigation bar horizontally across the top of the page

- reference areas on the left side of the page and along the bottom of the page

- links to home pages for Environmental Training (ESOH Training) and Civil Engineer Operations Training
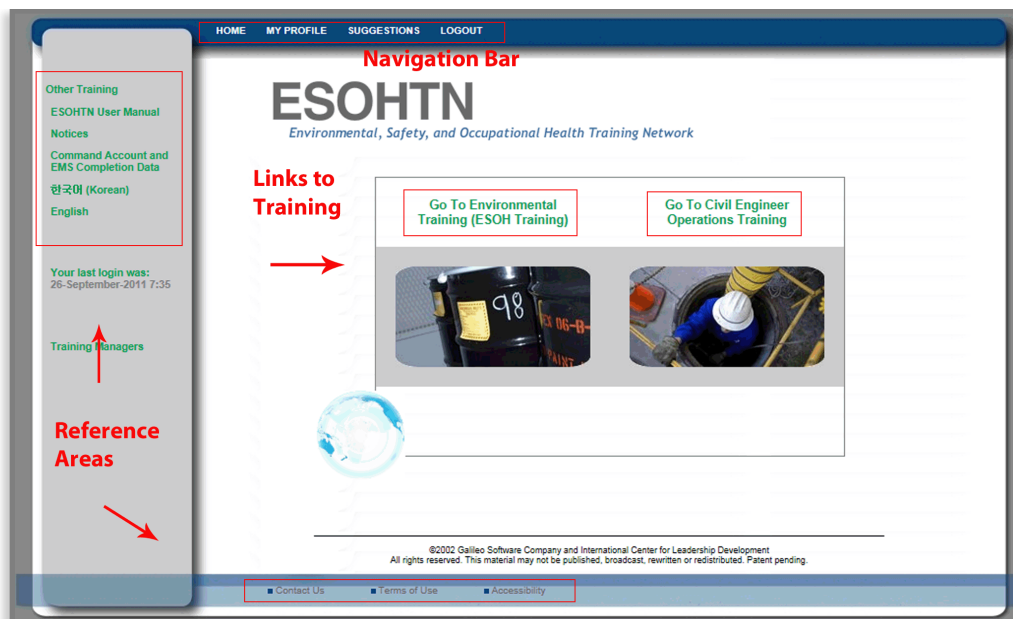
A. Primary Navigation Bar

Home

This link will take you back to your ESOHTN home page from anywhere within ESOHTN.

My Profile

Click **My Profile** to view your account information. You can make changes to the following:

- your personal information (name and email address)
- your user type
- your DEROS date
- your service branch
- your installation and organizational information
- your password

Click **Save Changes** when you are finished making changes.

Suggestions

Click Suggestions to send feedback, comments, or suggestions to the developers of ESOHTN. Select the subject and level of importance from the drop down menus. Enter your comments in the large blank text box and click Submit.

Logout

Click on this link to exit from ESOHTN.

B. Reference Area and Additional Links

A reference section titled Other Training is located vertically along the left side of the home page. It provides additional information, instructions on using the system, and links to related websites.

ESOHTN User Manual

Click ESOHTN User Manual to open a copy of this User Manual.

Notices

Relevant ESOHTN related Command Notices can be added here by the installation ESOHTN administrators.

Command Account and EMS Completion Data

Click this link to view a summary of users within your command who have completed ESOHTN EMS training.

Training Managers

The ESOHTN administrator at your installation can designate a user account as a Training Manager. Training Managers can generate various ESOHTN reports, look up user accounts, print user certificates, manage external training course information, enter training completed via briefing, and print user certificates.

A link to the Training Manager home page is located at the bottom of the left hand navigation panel **ONLY** for those users designated as Training Managers. Training Managers can click on this link to reach the Training Manager home page shown below.

Following is a detailed description of the links on the Training Manager home page:

Training Manager: Training Reports

Individual Training Report – All Accounts generates an installation level training report.

Individual Training Report – Lookup Account allows the Training Manager to access the **Lookup Account** screen. Enter a name or user id in the fields provided to find an account. To edit an account from the search results, click on the **User's name**. Next, go to the bottom of the page and click **edit** to bring up the **Account Editor** screen.

Note: A Training Manager can print a user's certificate by clicking a specific user name on the **User Accounts** screen and clicking **Print Certificate** or **Print PDF Certificate**.

Training Manager: Environmental Training Reports

EMS Training Report generates an EMS status report by user name, completion status, date of completion, and organizational information.

Training Plan Progress Report provides a status report of environmental training by installation.

Module Completion Report provides a list of users who have completed a specific module.

Training Manager: Civil Engineer Operations Training Reports

Training Plan Progress Report provides a status report of Civil Engineer Operations training by installation.

Module Completion Report provides a list of users who have completed a specific module.

Training Manager: User Accounts

Lookup User: Click this link to access the **Lookup Account** screen. Enter a name or user id in the fields provided to find an account.

To edit an account from the search results, click on the **User's name**. Next, go to the bottom of the page and click **edit** to bring up the **Account Editor** screen.

Note: A Training Manager can print a user's certificate by clicking a specific user name on the **User Accounts** screen and clicking **Print Certificate** or **Print PDF Certificate**.

Training Manager: External (Non-ESOHTN) Training

The ESOHTN system also allows Training Managers to manage a list of external (non-ESOHTN) training course titles, descriptions, and trainer information. From the Training Manager home page, there are options to List or Add the titles and descriptions of external training courses and trainer information as described below.

List Training Courses: Click this link to generate a list of external (non-ESOHTN) training courses. You can delete an existing course title from the list or click **Users** to view a list of course attendees. You can also click **Add Course** to add a new training course title and description. Enter the text and other requested information and click **Save**. You can also click **Add Trainer** to add a new trainer. Enter the text and other requested information and click **Save**.

Add Training Course: Click this link to add the title and course information for an external training course as follows:

1. Click **Add Training Course** to go to the **Add External Course** page.
2. Enter the requested information in the fields.
3. Click **Save**. The external course title and description will now appear in the list of external classes when you click **List Training Courses**.

Click **List Trainers** to generate a list of external trainers. You can delete an existing trainer from the list. You can also click **Add Trainer** to add a new trainer. Enter the text and other requested information and click **Save**. It is important that each trainer be added to the database as you will be asked to select the trainer when crediting a user with an external training course. You can also click **Add Course** to add a new training course. Enter the text and other requested information and click **Save**.

Click **Add Trainer** to add a new trainer. Enter the text and other requested information and click **Save**. It is very important to click **Save** after you enter any new information into the text fields.

Training Manager: Training via Briefing

This function allows training managers to enter training completed via briefing by individuals without computer access and/or ESOHTN accounts. For example, if you have personnel who work in an area without computer access and provide EMS training to them via briefing, it can be recorded here.

Click **Briefing Menu** to access the **Training Manager - Briefings** page shown below. From here, you can add or list briefings/ briefing attendees, or generate briefing reports.
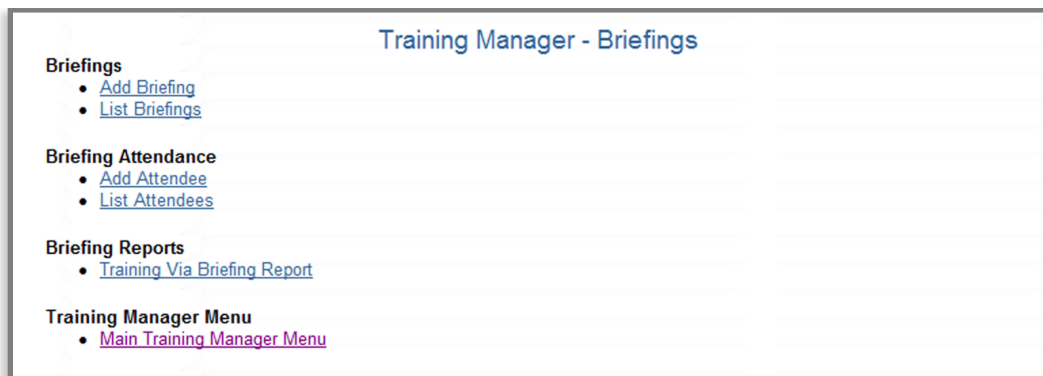
Additional Links

There are several informational links along the bottom of the ESOHTN home page as follows:

Contact Us

Click **Contact Us** for links to the e-mail, phone numbers, and mailing addresses for ESOHTN Customer Support and corporate offices.

Terms of Use

Click Terms of Use to view the Terms of Use policies for International Center for Leadership Development, Inc.'s family of online application services which includes the Environmental Compliance Assessment, Training, and Tracking System (ECATTS) and the Environmental, Safety, and Occupational Health Training Network (ESOHTN).

Accessibility

This website is designed based on the federal Section 508 standard for web sites. Achieving compliance with Section 508 is an ongoing process. If you have an accessibility issue with any part of this website, please contact us so we can help.

C. Links to Environmental Training and Civil Engineer Operations Training

From the ESOHTN home page, you can click on links to the home pages for Environmental Training and Civil Engineer Operations Training. These home pages are described in the following section.

SECTION V: Environmental Training and Civil Engineer Operations Training Home Pages

From the ESOHTN home page, you can click **Go To Environmental Training (ESOH Training)** to access the home page for Environmental Training or click **Go To Civil Engineer Operations Training** for the Operations Training home page. Both home pages operate in the same way. They differ in terms of the types of training they contain.

Environmental Training (ESOH Training) Home Page

Civil Engineer Operations Training Home Page

A. Navigation Bar

The navigation bar across the top of the page is similar to the ESOHTN home page described in Section IV but includes the following additional links:

ENV Home/ OPS Home

Clicking on ENV Home will take you back to your Environmental Training home page. OPS Home will bring you back to the Civil Engineer Training home page.

Training Plan

Click Training Plan in the primary navigation to go to the Personal Environmental Training Plan page for Environmental Training or the Personal Civil Engineer Operations Training Plan page for Civil Engineer Training. From here, you can view the following information:

1. the job or jobs for which you registered

2. the overall status of your training

    a. Completed means that you have taken all the required tests and have answered all the questions correctly.

    b. Incomplete means that you have not taken and/or passed all the tests.

3. the required training modules assigned to you (construction contractors will also see additional optional training listed) and approximate time to complete each module

4. the status of each training module in your training plan

    a. Passed means you have already taken and passed the test for that module.

    b. Take the Test means you have not yet successfully passed the test for the module.

    c. Requalify indicates that you can go directly to a test and requalify for a training module you previously passed.

If you have not completed training in a subject area, you can go to the training by clicking Go to Training or you can go directly to the test by clicking Take the Test.

At the bottom of the page, you can click Update Training Plan to add or remove job functions or additional training from your training plan.

Test Results

Click Test Results in the primary navigation to view a list of all the tests you have taken. The system lists the test name, date taken, and your score. You are required to score 100% in order to pass each test. If you have done so, it will say Passed under Test Score.

Click **Review** to see which questions you answered correctly and which ones you did not.

Retest appears next to those tests that you have taken but have not yet passed. Click **Retest** to go back to and complete the test. **Only those questions you have not yet answered correctly will be presented to you.**

Print Certificate

Click this link to view all the training modules you have completed. Training for each subject is considered completed when you take the test and get all the questions correct (i.e., score 100%). The system lists the training modules and dates of completion.

From this screen you can also print your Certificate of Accomplishment by clicking **Print Certificate – large** or **Print Certificate – wallet**. The certificate lists the modules you have successfully completed and the dates. There is also an option to generate a pdf version of the certificate by clicking **PDF Certificate**. **Note**: You can also select specific courses from your completed training list to appear on your certificate.

Additional resources on the left side of the Environmental Training home page include links to the **ESOHTN Newsletter** and **ESOHCAMP Auditors**. The Civil Engineer Training home page includes the link to the **ESOHTN Newsletter**.

B. Go to Your Training

From the Environmental Training home page or Civil Engineer Training home page, click "Go To Your Training" to go to the **My Training Plan** page.

Go to My Training Modules

Click **Go to My Training Modules** to access the page titled **Personal Environmental Training Plan**. This page can also be accessed by clicking **Training Plan** in the primary navigation at the top of the home page. It was discussed in detail under **Training Plan** in **Section IV** above and lists the following information:

- the job or jobs for which you registered

- the status of your training or status of each training module in your training plan

- the required training modules assigned to you (construction contractors will also see additional optional training listed) and time to complete each module

From this page you can do the following:

- **Go To Training** - go to the training modules (for more information about training modules, see **Section VI: How to Complete the Training**)

- **Take the Test** (for more information about taking tests, see **Section VII: Testing and Assessment**)

- **Requalify**- go directly to a test and requalify for a module you previously passed

- **Update Training Plan** - Click **Update Training Plan** at the bottom of the page to add or remove job functions or additional training to/from your training plan. (See **Change My Training Plan** below for more detailed instructions.)

Change My Training Plan

Click **Change My Training Plan** to access the page titled **Update Training Plan**. You can remove job functions from or add functions to your training plan. At the top of the page, you will see the job functions for which you are registered. To remove a job function, check the box next to the job(s) you wish to remove. Then click **Save Changes** at the bottom of the page.

If you are a **Military, Civilian Government Employee, or Contractor (Non-construction) user type** and your job code changes, you can change your training plan by selecting the new job code and clicking **Save Changes**.

Update Training Plan

Update Environmental Training Plan

Your current job code is: GS - 0025

You are registered for the following environmental training:
(Click the box to the left of any training you wish to remove.)
- ☐ Storage Tank Custodian
- ☐ Hazardous Waste Accumulation Point (AP) Manager, or Hazardous Waste Storage Area Manager
- ☐ Facility Manager
- ☐ Lead-Based Paint Awareness Training
- ☐ EMS Awareness Level Training

Enter changes below:

Select your job code type: - Select one - ▾

Check any additional responsibilities for which you are required to qualify:
- ☐ AF ESOHMS Senior Leader Overview
- ☐ EMS Practitioner Training
- ☐ Facility Manager
- ☐ Government Purchase Card Holder
- ☐ Hazardous Waste Storage Area Manager
- ☐ Hazardous Waste Satellite Accumulation Area Manager
- ☐ Lead-Based Paint Awareness Training
- ☐ Person Who Needs Sediment and Stormwater Construction Training--NPDES training (9 modules to complete)
- ☐ Person Who Takes RCRA Annual Refresher Training (8 modules to complete)
- ☐ Storage Tank Custodian
- ☐ Unit Environmental Coordinator (UEC)

[Save Changes] [Cancel Changes]

If you are a **Contractor (Construction), Family Housing, or Guest user type** and your job duties change, you can change your training plan by checking the box next to the new job duties that apply to you. Then click **Save Changes** at the bottom of the page.

C. All Available Environmental Training/ Operations Training

Click "All Available Environmental Training" or "All Available Operations Training" to browse all the training modules available for you to use.

Click **Environmental Subject Area Training** for links to all the ESOHTN training modules available for your installation (not just the modules required for your specific job functions).

- or click **Operations Subject Area Training** for the Operations training modules

Click **Environmental Subject Area Testing** for links to all the ESOHTN tests available for your installation (not just the tests required for your specific job functions).

- or click **Operations Subject Area Testing** for the Operations tests

You are welcome and encouraged to take any of the ESOHTN training, and you will receive credit for all the tests that you pass.

D. Installation Specific Information

Click "Installation Specific Information" to view additional environmental or civil engineer operations information. An example of the information you might see is shown below.

U.S. Forces Korea Environmental Information
- EMS Awareness Level Training
- Hazardous Waste Contingency Plan in English and Hangul
- USFK Final Governing Standards (commonly referred to as the KEGS)

607th Air Support Group Environmental Information
- 607th ASG EMS and Compliance Checklist - 7 Aug 08 (Hangul)
- 607th ASG Environmental Management System (EMS) Procedure Summary - 4 Aug 08 (English and Hangul)
- Environmental Contacts
- Hazardous Materials Management AFI 32-7086
- Osan AB and Colocated Operating Bases Pollution Prevention Management Action Plan
- Osan AB Storm Drainage Spill Intercept Plan

Environmental Contacts

Click on **Environmental Contacts** for information about who or what office to contact at your installation when you have questions about ESOH issues.

| Office	Organization	Phone	
607 SPTS/CEV	Environmental	766-4024	607ASG
All COBs	607 MMS	784-2312	607ASG
All COBs	JWK	788-5266	607ASG
Chongju, Suwon, Gwangju	607 MMS	784-7945	607ASG
Daegu, Gimhae	607 SPTS	766-4024	607ASG

Environmental Forms, Documents and Checklists

If your installation supplied forms and checklists, or other sources of ESOH information that they want you to have easy access to, they will be located in this area.

Section VI: How to Complete the Training

Unless otherwise directed by a supervisor, you are not required to complete the training or tests in any particular order. ESOHTN keeps track of which training and tests you have completed.

A. How to Access your Training Modules

1.   When you login to ESOHTN you will be on the home page for your installation.

2.   To access your training modules, click "Go To Environmental Training" OR "Go To Civil Engineer Operations Training."

     a.   Click Training Plan in the primary navigation (located horizontally along the top of the page under the site banner), OR

     b.   Click Go To Your Training to go to My Training Plan and then click Go To My Training Modules.
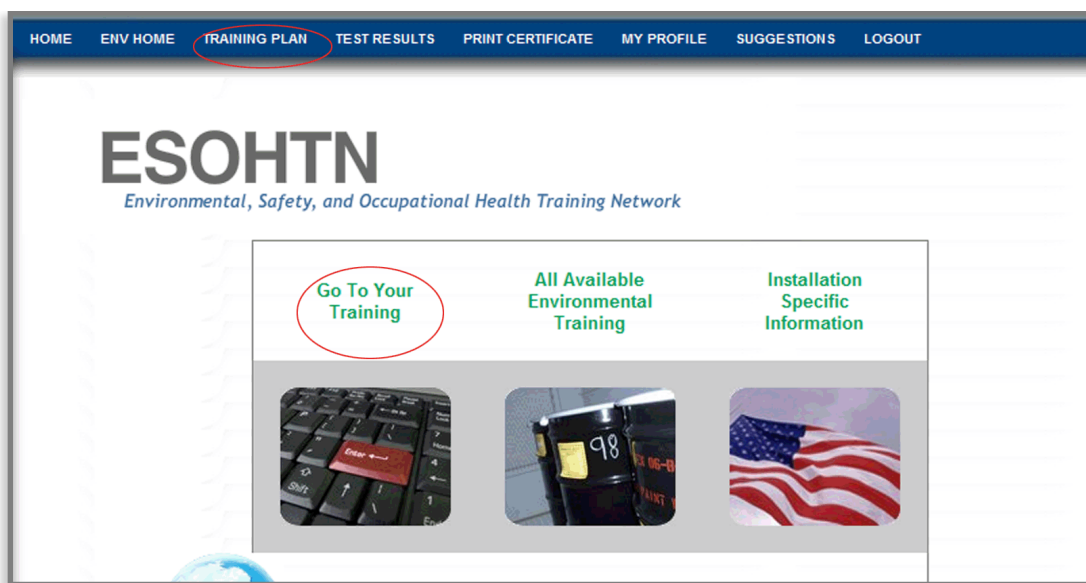
3.   Your Personal Environmental Training Plan (or Personal Civil Engineer Operations Training Plan) page will open.

4.   All the job functions for which you are registered are listed. Under each job function, the required training is listed by subject (air emissions, wastewater, asbestos, hazardous waste, etc.).

5.   Click Go to Training to the right of the module you want to review.

Personal Environmental Training Plan

1. Storage Tank Custodian
   Status: Incomplete
   You have completed 0 of 1 required training modules.

   Required Training

   Organizational Tank Custodian (~25 min)   Go to Training | Take the Test

2. Hazardous Waste Accumulation Point (AP) Manager, or Hazardous Waste Storage Area Manager
   Status: Incomplete
   You have completed 0 of 1 required training modules.

   Required Training

   Hazardous Waste Accumulation Point (AP) Manager (~20 min)   Go to Training | Take the Test

[Back]   [Update Training Plan   ]

B. Primary Navigation in the Training Modules

The primary navigation is the same when you are in the training modules as it is on the home page, with the following exception:

- The Suggestions link is titled Request Assistance. The purpose of the Request Assistance link is the same as Suggestions. You can use it to send feedback, comments or suggestions to the developers of ESOHTN.

C. How to Use the Training

ESOHTN is designed to allow you to go through the training at your own pace. Once you access a training module, you will see that it is divided into pages that are listed in a Table of Contents in the navigation on the left side of the screen.

- Review the training material on the first page. When you have finished that page, click Next Page.

- Continue in this manner until you have reviewed all training pages in the module. You will know you have reached the end of the module when there is no Next Page link on the page you are on.

- You can review pages as often as you like. You can move back and forth between pages by clicking Previous Page at the bottom of a training page OR by clicking on the name of the page you want to go to in the Table of Contents on the left side of the screen.

- You can also print a copy of the training module by clicking Print Module.

D. How to Exit a Training Module

Depending on where you want to go next, you can exit a training module in any of the following ways.

- If you want to return to your ESOHTN home page, click **Home**.

- If you want to take the test on the module you are currently in, click **Take Test** at the bottom of the final page in the module.

- If you want to review a different module in your training plan, click **Training Plan**.

- If you are finished with your ESOHTN session and want to logout, click **Logout.**

Section VII: Testing and Assessment

ESOHTN randomly generates each test from a pool of available questions. Generally, each test will contain one question from each page in the training module. You have thirty minutes to complete a test.

You should take the test on a module within a short time after completing the training (while the material is still fresh in your mind). You can, however, take tests whenever you want to, in any order, and even without reviewing the training module first.

A. How to Access the Tests

You can access tests from two different places.

1. From your ESOHTN environmental home page or operations home page:

    a. You can access and take any tests by clicking **Go To Your Training** and then click **Go To My Training Modules** under the heading **My Training Plan;** *or*

    b. Click **Training Plan** in the primary navigation bar located horizontally along the top of the page under the site banner.

    - Either of these links will take you to your **Personal Environmental Training Plan** page.
    - Select the test you want to take by clicking **Take the Test** (or **Requalify**) to the right of the module name.

2. From within a training module, you can click **Take the Test** at the bottom of the final page in the module.

B. How to Take a Test

1. Access the desired test (see above). **You have thirty minutes to complete each test**. If you do not complete the test within the allotted time, you will time out of ESOHTN. You will have to log back in and take the entire (same) test again.

    HINT: If you feel that you are approaching the end of the allotted thirty minutes, you may want to click **Submit** even if you have not completed all the questions. The questions you answered will be assessed (see below) and the ones you did not answer will be counted as "incorrect". However, you can simply click **Retake Test**. This will take you back to the test to answer the remaining questions, with a new thirty minute time limit. By doing this, you will not time out and have to retake the entire test.

2. Answer each question by clicking the bubble next to the correct answer.

3. When you have answered all the questions, click **Submit**.

    a. **By clicking Submit, you certify that you personally responded to the test questions and did not allow others to respond on your behalf.**

4. Your test responses are automatically sent to ESOHTN for immediate assessment.

C. The Test Assessment

Immediately after submitting your test answers, you will see your results. The assessment indicates the number of questions you answered correctly.

- In the left column, all the questions you answered correctly are listed. You do not need to take any further action regarding these questions.

- In the right column, the questions you answered incorrectly are listed.

Environmental Compliance Assessment
Individual Test Report

Recycling

You have correctly answered 4 of 5 questions.

You must answer all questions correctly in order to pass this module.

Strengths:
Questions answered correctly

1. Some materials are more cost effective to recycle than others. True or False? (a) True, (b) False

2. Recyclable material is more marketable and holds more value when it is: (a) segregated and kept "clean" (not mixed with unlike materials), (b) collected in one big recycling dumpster with other types of recyclables, (c) kept outside for a while until the rain can wash it clean enough to ship to a processing plant, (d) none of the above

3. Green procurement means: (a) giving preference to job applicants who recycle, (b) digging usable items out of the landfill, (c) buying recycled items, (d) none of the above

4. Buying products made with recycled material has the following positive effect(s): (a) stimulation of the recycling market, (b) conservation of energy and natural resources, (c) reduction in solid waste, air and water pollution, greenhouse gas emissions, (d) all of the above

Weaknesses:
Questions answered incorrectly

5. There are no building products made from recyclable materials. True or False? (a) True, (b) False
Go to on-line training | Retake the test

You can attempt to answer the questions you got incorrect by clicking **Retake the Test**. Only the questions answered incorrectly will be listed and you can submit new answers. To find the correct answer to a question you answered incorrectly, click **Go to on-line training**.

- The training page will open.

- Review the page to find the information you need to answer the question.

- When you are satisfied you have the correct answer, click the back button on your browser window and you will return to the assessment. Click **Retake the Test** and answer the question(s) again.

- Repeat this process as often as necessary until you have answered all the test questions correctly. **You must score 100% to pass the test.**

D. Printing Your Certificate of Accomplishment

1. Click Print Certificate from the primary navigation bar at the top of your ESOHTN environmental home page or operations home page.
2. From the environmental home page, the **Completed Environmental Training** page will open. (From the operations home page, the **Completed Civil Engineer Operations Training** page will open.) It lists the modules you have completed and the dates on which you passed the tests.
3. From this screen you can select the completed courses you would like to appear on the certificate (or select all) and then print by clicking **Print Certificate – large** or **Print Certificate – wallet**. The certificate lists the modules you have successfully completed and the dates. There is also an option to generate a pdf version of the certificate by clicking **PDF Certificate**.
4. You will see your Certificate of Accomplishment. Based on your computer's settings, the certificate will print or you will be prompted to send it to your printer.

Section VIII: Do You Still Have Questions?

Please contact ESOHTN Technical Support with any questions regarding this manual.

Telephone: ESOHTN Support

(U.S.) 866-730-4253 or 407-880-9411

Email: support@esohtn.com